

**CHARTER OAK STATE COLLEGE**  
**JOB OPPORTUNITY**  
**ADMINISTRATOR, UNDERGRADUATE PROGRAMS**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** 55 Paul J. Manafort Drive, New Britain, CT 06053

**Hours:**

**Salary:** \$64,826

**Closing Date:** May 21, 2014

**General Knowledge:**

- Recruits faculty to teach online courses
- Prepares and maintains annual course offerings schedules
- Facilitates the 5 year review of existing online courses.
- Oversees the hiring and payment processes for eTutoring tutors
- Oversee faculty monitoring process for new instructors
- Prepares appropriate reports for dissemination
- Serves as Charter Oak representative on Connecticut Distance Learning Membership Council
- Processes licensing fees payments to various web based teaching tools (eTutoring, Turnitin, etc.)

*Contract Learning*

- Instructs and advises students in the development of learning contracts
- Develops learning contracts to be used for independent study and Capstone courses
- Recruits and supports the orientation program for teaching faculty
- Maintains current knowledge of online education issues
- Works with the Dean to evaluate outcomes of programs and to identify areas for improvement
- Performs other duties as assigned

**Special Knowledge:**

- Instructs and advises students in the development of learning contracts
- Familiarity with best practices for online learning
- Experience supporting program and faculty assessment processes

**Position Summary:** The Administrator, Undergraduate Programs manages the Undergraduate programs course offerings cycle and 5 year course review process. The Administrator facilitates the Contract Learning process for Capstone and other courses. Under the direction of the Dean, the Administrator is responsible for recruiting and hiring teaching faculty. The Administrator works with the Associate Director of Instructional Design on orientation and training of faculty.

**Special Experience:**

- Experience recruiting, hiring and supervising faculty preferred
- Master's degree required
- Minimum of three (3) years of higher education teaching experience required (online teaching experience preferred)
- Excellent interpersonal and written communication skills, attention to details, and problem solving skills
- Ability to work in a team environment
- Experience recruiting, hiring and supervising faculty preferred
- Must be confident using educational technology tools and various Learning Management Systems
- Familiarity with best practices for online learning
- Minimum of three (3) years of relevant higher education experience in curriculum development for adult learners

**Substitution Allowed: N/A**

**Eligibility Requirement:**

- Master's degree required
- Minimum of three (3) years of higher education teaching experience required (online teaching experience preferred)
- Excellent interpersonal and written communication skills, attention to details, and problem solving skills
- Ability to work in a team environment

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume at [www.charteroak.edu/AboutUs/Employment](http://www.charteroak.edu/AboutUs/Employment) by 5/21/2014. No phone calls please.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.